



**CITY OF COLONIAL HEIGHTS, VIRGINIA  
MEETING OF THE PLANNING COMMISSION**

**Tuesday, May 1, 2018  
7:00 p.m.**

**AGENDA**

- I. Call to Order: 7:00 p.m.**
- II. Roll Call**
- III. Determination of Quorum**
- IV. Approval of Agenda**
- V. Approval of Minutes for April 3, 2018 meeting**
- VI. Hearing of Citizens Generally**
- VII. Public Hearings**
- VIII. Plans of Development – Site Plan/Subdivision**
  - A. Preliminary Site Plan PD-18-1 – proposed development of 35,000 square foot single-story expansion on the rear of the existing Keystone Tractor Museum and Sibley’s BBQ located at 880 W Roslyn Road.**
- IX. Old Business**
- X. New Business/Reports**
  - Reports**
    - 1. Chairman – Mr. Townes**
    - 2. Director of Planning and Community Development – Ms. Hall**
    - 3. City Engineer or Designee – Asst. Director of Public Works – Mr. Flippen**
    - 4. Others, as necessary or appropriate**
      - a. City Manager – Mr. Smith**
      - b. City Attorney – Mr. Fisher**
- XI. Adjournment**



**CITY OF COLONIAL HEIGHTS, VIRGINIA  
MEETING OF THE PLANNING COMMISSION  
Tuesday, April 3, 2018  
7:00 p.m.**

**AGENDA**

**I. Call to Order: 7:00 p.m.**

Mr. Townes called the meeting to order at 7:00 p.m.

**II. Roll Call**

Present:

Mr. Green  
Mrs. Hamilton  
Mr. Hartson  
Mrs. Schiff  
Mr. Townes  
Mr. Kohan  
Mr. Kollman

Absent: None

Also Present:

Ms. Hall  
Mr. Henley  
Mr. Smith  
Mr. Fisher  
Mrs. Epps

**III. Determination of Quorum**

A quorum was determined.

**IV. Approval of Agenda**

Mr. Green made a motion to approve the agenda as presented, Mrs. Schiff seconded the motion with all Commissioners in favor.

**V. Approval of Minutes for January 2, 2018 meeting**

Mr. Green moved for approval of the minutes as presented, Mrs. Schiff seconded the motion. All Commissioners were in favor with no additions or deletions.

**VI. Hearing of Citizens Generally**

None

**VII. Public Hearings**

**A. Planning Commission Resolution 18-4 – recommends to City Council the approval of Ordinance No. 18-3 to amend § 286-326.04 and §286-326.08 of Chapter 286, Zoning, of the Colonial Heights City Code, to change several incorrect legal citations; to amend §§ 286-326.30, 286-326.32, 286-326.34, and 286-326.36 of the chapter, which relate to general performance standards, resource protection area standards, nonconformities, and administrative waivers and exceptions within a Chesapeake Bay Preservation Area; and to repeal § 286-326.20 of the chapter, the provisions of which have been incorporated into other sections.**

Mr. Fisher stated that the changes to the City Code were initiated by the Virginia Department of Environmental Quality. An audit is conducted periodically by DEQ for all localities within the Chesapeake Bay Preservation Area. There were items missing in the zoning ordinance that was completed in 2012. The discussed resolution makes the City's zoning ordinance consistent with state regulations. Mr. Fisher detailed that Section 286-526.32 has added provisions in the zoning ordinance dealing with the Resource Protection Area and condensed all provisions into one section, consequently a simplification in organization.

Mr. Townes asked for any discussion and for public comment.

Mr. Green moved for approval of Resolution 18-4, Mr. Hartson seconded the motion.

**Vote: 7-0**

**Yes:**

Mr. Green  
Mrs. Hamilton  
Mr. Hartson  
Mr. Kohan  
Mr. Kollman  
Mrs. Schiff  
Mr. Townes

**No: None**

**Abstained:** None

**Motion: UNANIMOUS PASS**

- B. Planning Commission Resolution 18-5 – recommends to City Council the approval of Ordinance No. 18-4 to amend § 286-626.02 of Chapter 286, Zoning, of the Colonial Heights City Code, by revising the criteria that the Board of Zoning Appeals shall consider in determining whether to grant a variance.**

Mr. Fisher stated that the resolution was prompted due to a code change by the State legislature. The old standard for issuing a variance consisted of a finding to alleviate a hardship approaching confiscation of property. The new code clarifies to have a variance alleviate a hardship due to a physical condition or improvement thereon.

Mr. Townes asked for any discussion and for public comment.

Mr. Green moved for approval of Resolution 18-5, Mr. Kohan seconded the motion.

**Vote:** 7-0

**Yes:**

Mr. Green  
Mrs. Hamilton  
Mr. Hartson  
Mr. Kohan  
Mr. Kollman  
Mrs. Schiff  
Mr. Townes

**No:** None

**Abstained:** None

**Motion: UNANIMOUS PASS**

- C. Planning Commission Resolution 18-6 – recommends to City Council the approval of Ordinance No. 18-7 to amend the Comprehensive Plan by changing the land use classification of a 19.829 tract of vacant property that the City of Colonial Heights owns and which is known by parcel identification number 69020900001, Lot 1, Dimmock Parkway East, from Mixed Use to Industrial on the Land Use and Transportation Plan Map.**

Ms. Hall gave a brief overview of the staff report. The proposal is part of a nonoperational landfill site. A voluntary remediation certification program that was completed in 2003 reported standards that proposed uses with children is restricted. The intent of a true mixed use cannot exist at this site. The site does have adjacent industrial zones that surround the property.

Mr. Townes asked if a prospect that is not considered industrial was interested in the site, would the City be able to accommodate a different use at the site if it was rezoned.

Ms. Hall stated that the current zoning is General Business; there is a significant amount of this zoning category surrounding the site. The vacant sites for industrial use in the City are limited at this time.

Mr. Townes asked for any discussion and for public comment.

Mrs. Schiff asked if there was a specific prospect interested in the site.

Mrs. Epps approached the Commission. There has been extensive interest in this site; one of interested parties would require a change in zoning classification. There was discussion of the industry sectors from the Economic Development Strategic Plan. The retail sector far outpaces any industry in the City, in which most of these jobs are filled by those commuting into the City than those outgoing. This rezoning would help diversify our industry sectors to create options for those residing in the City. There is an excessive amount of underutilized parking space available in the Southpark Mall area. There has been a discussion with the neighboring property owner occupied by Walmart for an access agreement that would allow the City to extend a roadway through the site to additional amenities, including the animal shelter and Roslyn Landing Park. The potential for this site could be one large parcel, or subdivided into two parcels dependent on interested parties. The current advanced manufacturing building prototype does not resemble an industrial use, as most incorporate clean facilities, facades, and logistical spaces.

Mr. Green asked about the City receiving an agreement with the property owner for a turn lane in exchange for the proposed roadway.

Mrs. Epps stated that the agreement was never completed.

Mr. Hartson moved for approval of Resolution 18-6, Mr. Green seconded the motion.

**Vote: 7-0**

**Yes:**

Mr. Green  
Mrs. Hamilton  
Mr. Hartson  
Mr. Kohan  
Mr. Kollman  
Mrs. Schiff  
Mr. Townes

**No:** None

**Abstained:** None

**Motion: UNANIMOUS PASS**

**D. Planning Commission Resolution 18-7 – recommends to City Council the approval of Ordinance No. 18-8 to change the zoning of an approximate 19.829 acre tract of vacant property known as Lot 1, Dimmock Parkway East consisting of parcel identification number 6902090001 from General Business to Industrial.**

Mr. Townes asked for any discussion and for public comment.

Mrs. Schiff moved for approval of Resolution 18-7, Mr. Green seconded the motion.

**Vote: 7-0**

**Yes:**

Mr. Green  
Mrs. Hamilton  
Mr. Hartson  
Mr. Kohan  
Mr. Kollman  
Mrs. Schiff  
Mr. Townes

**No:** None

**Abstained:** None

**Motion: UNANIMOUS PASS**

**E. Planning Commission Resolution 18-8 – recommends to City Council the approval of Ordinance No. 18-9 to amend and update Chapter 7, Environment, of the City Comprehensive Plan, to comply with the State Chesapeake Bay Preservation Act regulations.**

Ms. Hall gave an overview of the staff report. The updates were previously addressed in the Comprehensive Plan adopted in 1997.

Mr. Hartson asked if the resolution addresses compliance in nature.

Ms. Hall confirmed.

Mr. Townes asked for any discussion and for public comment.

Mr. Hartson moved for approval of Resolution 18-8, Mrs. Schiff seconded the motion.

**Vote: 7-0**

**Yes:**

Mr. Green  
Mrs. Hamilton  
Mr. Hartson

Mr. Kohan  
Mr. Kollman  
Mrs. Schiff  
Mr. Townes

**No:** None

**Abstained:** None

**Motion: UNANIMOUS PASS**

**F. Planning Commission Resolution 18-9 – discussion of the City’s proposed 2019-2023 Capital Improvements Plan (CIP).**

Mr. Smith provided a brief overview of the Plan, which highlighted construction acquisition of new assets exceeding \$50,000, upgrades to existing equipment exceeding \$50,000, and remodel/repair costs exceeding \$100,000. The Plan assumes the issuance of \$4 million bank qualified financing.

Mr. Henley reported on the utility and transportation projects recommended by department for the upcoming fiscal year. The first utility priority of the department is the replacement of Hrouda pump station, which has structural and mechanical deficiencies. Its location near a perennial stream takes on the risk of environmental overflows. There is a projected \$500,000 in transportation related capital projects, securing federal and state grants, the City would incur \$70,000. Streetscape projects incorporating Boulevard enhancement would create a more walkable, complete street with sidewalks, landscaping and lighting that would conform to the Boulevard Overlay District. The Appomattox River Greenway Trail Phase V extends the trail from Roslyn Park to Jennick Drive. The City has a number of streets that have reached the end of its service life, which include Holly Avenue and Jamestown Road. The rehabilitation of City bridges 100% funded by federal aid provides for painting, concrete repair and resurfacing.

Mr. Townes asked about \$300,000 sewer replacement on Hill Place being completed already.

Mr. Henley stated that emergency repair has occurred, but this project is full rehabilitation of sewer and wastewater infrastructure.

Mr. Kohan asked about the two phases of the city-wide two inch water line construction.

Mr. Henley stated that two of four phases are planned. The Riverside water line replacement would replace 8000’ of substandard water line to help with fire flows.

Mr. Smith continued to discuss further line items. Several public safety projects are represented in the bank financing program.

Mr. Green asked for a differentiation between bank financing and bond financing.

Mr. Smith stated that there is a low cost opportunity in approaching a bank qualified loan versus a bond. He continued to discuss the line item for financial operations software package and rationale for a modern, fully integrated system. There was additional information discussed in regards to the replacement of a generator to service the Public Safety building, as well as software for the City's Communications and dispatch department.

Mr. Smith continued that the replacement of an aging fire vehicle will be kept as a reserve unit. The new vehicle would be ordered with an 18-month lead time.

Mr. Kohan asked if storing the vehicle.

Mr. David Salot approached the Commission. He stated that the new vehicle and reserve unit will be stored at station 2.

He highlighted that the dispatch software handles all record management as the goal is to inter-operate in order to work closely with Chesterfield and other neighboring localities.

Mr. Townes asked for any discussion and for public comment.

Mrs. Schiff asked about tennis courts at the Middle School.

Mr. Smith stated that it is not in funded section as a recommendation as the City has some budget reductions.

Mrs. Schiff asked about the estimated cost to replace that court.

Mr. Smith stated it can cost as much as \$90,000.

Mrs. Schiff stated that a club or organization could take on the project.

Mr. Smith stated that the City would entertain cost sharing for the project.

Mr. Fisher stated that the School Board will be advertising a request for proposals for six to eight new tennis courts at the High School to include new fencing. The middle school tennis courts would only include resurfacing. The tennis courts adjacent to Lake Avenue are also in poor shape, and there is conversation to move the skate park to this location, as well as pickleball.

Mr. Hartson moved for approval of Resolution 18-9, Mrs. Schiff seconded the motion.

**Vote: 7-0**

**Yes:**

Mr. Green  
Mrs. Hamilton  
Mr. Hartson  
Mr. Kohan  
Mr. Kollman  
Mrs. Schiff



Mr. Townes

**No:** None

**Abstained:** None

**Motion: UNANIMOUS PASS**

**VIII. Old Business**

None

**IX. New Business/Reports**

**1. Chairman – Mr. Townes**

None

**2. Director of Planning and Community Development – Ms. Hall**

Ms. Hall stated that a Commission meeting will be held in May.

Mr. Townes welcomed Ms. Hall as the Director of Planning and Community Development.

**3. City Engineer or Designee – Director of Public Works – Mr. Henley**

Mr. Henley updated the Commission of a project leveraging state and federal funds. The City was awarded funding of a section of the Boulevard between Yew Avenue and Newcastle Drive starting in next two weeks, to be completed within the month.

**4. Others, as necessary or appropriate**

**a. City Manager – Mr. Smith**

Mr. Smith also congratulated Ms. Hall on her new position.

**b. City Attorney – Mr. Fisher**

None

Mr. Green commented that the Boulevard farmers market expects foot traffic to pick up significantly with the approval of food trucks starting May.

Mr. Hartson asked about the status of the previously approved telecommunications tower adjacent to the City garage.

Mr. Henley stated that the monopole is in place and the leasing company is continuing to add equipment to it.

Mr. Fisher stated that part of application is that the owner would sublease the tower to several entities.

**X. Adjournment**

Mr. Hartson moved to adjourn the meeting with all Commissioners in favor. The meeting was adjourned at 8:02 p.m.

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Kelly Hall  
Secretary

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Charles E. Townes  
Chairman



**PD – 18-3**  
**Preliminary Plan of Development/Site Plan**  
**Proposed Expansion**  
**Keystone Tractor Museum**  
**880 W Roslyn Rd**

The proposed plan is for the development of 35,000 square foot single-story expansion on the rear of the existing Keystone Tractor Museum. The site is 11.57 acres. Keystone Tractor Museum is located at 880 West Roslyn Road, between United Refrigeration Inc. and Carpet Outlet.

The existing structure contains two uses; the primary use is the civic use type “cultural service” and the secondary use is Sibleys BBQ, categorized as the commercial use type “restaurant, family.” The zoning code was amended in 2017 to add “cultural service” use type as a permitted use within industrial zone. A special use permit issued in 2012 to allow the “restaurant, family” use type on-site. The expansion is solely for the museum and not for the secondary use.

**Planning Review Comments**

- Use type currently listed for contiguous and abutting parcels do not match use types within the City Code.
- Parking Required: 108; Parking Provided: 110; Accessible Parking: 5; Van Accessible: 4. Parking calculation and number of accessible parking provided are both correct. Parking provide above required does not meet threshold of excessive parking.
- Proposed landscaping for development is not shown, which is common for a preliminary site plan. Before final approval, a more detailed landscaping plan needs to be submitted to show types and names of plantings with specific attention to City Code Section 286-512.20, Interior Landscaping Standards for Parking Areas.
  - Per §286-512.08, all HVAC equipment located in a Commercial or Industrial District, including roof located equipment shall be screened on all sides by an opaque enclosure.
  - Per §286-512.12, parking areas require perimeter landscaping.
  - Per §286-512.14, trees required along property lines.
  - Per §286-512.20, parking areas require interior landscaping.
  - Per §286-512.20, parking areas require interior landscaping.
  - Per §286-512.26, landscaping standards required between building and parking area.

- Chesapeake Bay Resource Protection Area – The site data for the plan states the development is not in either the RMA or RPA. Confirmed by planning staff.
- Wetlands Protection District – Developer is reporting no wetlands on site. Confirmed by planning staff.
- Floodplain Overlay District – Developer is showing the site is located no within the 100-year flood plain. Confirmed by planning staff.

### **Engineering/Public Works Review Comments**

The following comments are for the Preliminary Plan only. We support this proposal subject to the condition that all technical issues listed below are resolved to the satisfaction of the Engineering Division. Detailed review by staff of the Engineering Division will be necessary before final construction plans can be approved.

### **General Comments**

- Add city project # **101186** at the bottom left corner.
- When drafting the Final Plan, use the City's standard Plan of Development Boarder Sheet. This sheet and others are provided on the Public Works page of the City's website, under Documents Online.
- Include the width of the RoW (West Roslyn Road) on the final plan submission.
- Show the installation of sidewalk along West Roslyn Road.

### **Fire Marshall Review Comments**

Preliminary site plan did not include a utility or fire plan with it. Further comments will be provided upon submission and review of the utility/fire plans.

- Need to provide IFC Fire Flow calculations.
- Need to provide fire hydrants and spacing per the IFC. The existing hydrant in the rear of the building is private. I would suggest that they provide utility right of way.
- Need to upgrade the existing and new hydrants with the 5" inch Unisex Storz connection.
- Need to show that the existing water lines can support the fire flow requirements. Some of these waters line could be been installed in the 1950's.
- There cannot be any landscaping within 3' feet of any hydrants or FDC.
- They need to connect the new building into the existing Fire Sprinkler system. Currently the building already has two separate fire sprinkler system and it is confusing as to which system to support should there be an incident. I do not like the idea of a third separate system.
- Need to provide City approved FDC signage with area served at both fire department connections.
- Need to show fire department access into and off the property, to include access to all portions of the existing and new building.
- Fire department access roads shall be in accordance with the IFC.
- All fire lanes shall be marked with above grade signs per the IFC. All signage shall be perpendicular to the roadway and space about every 60' feet apartment. Need to provide

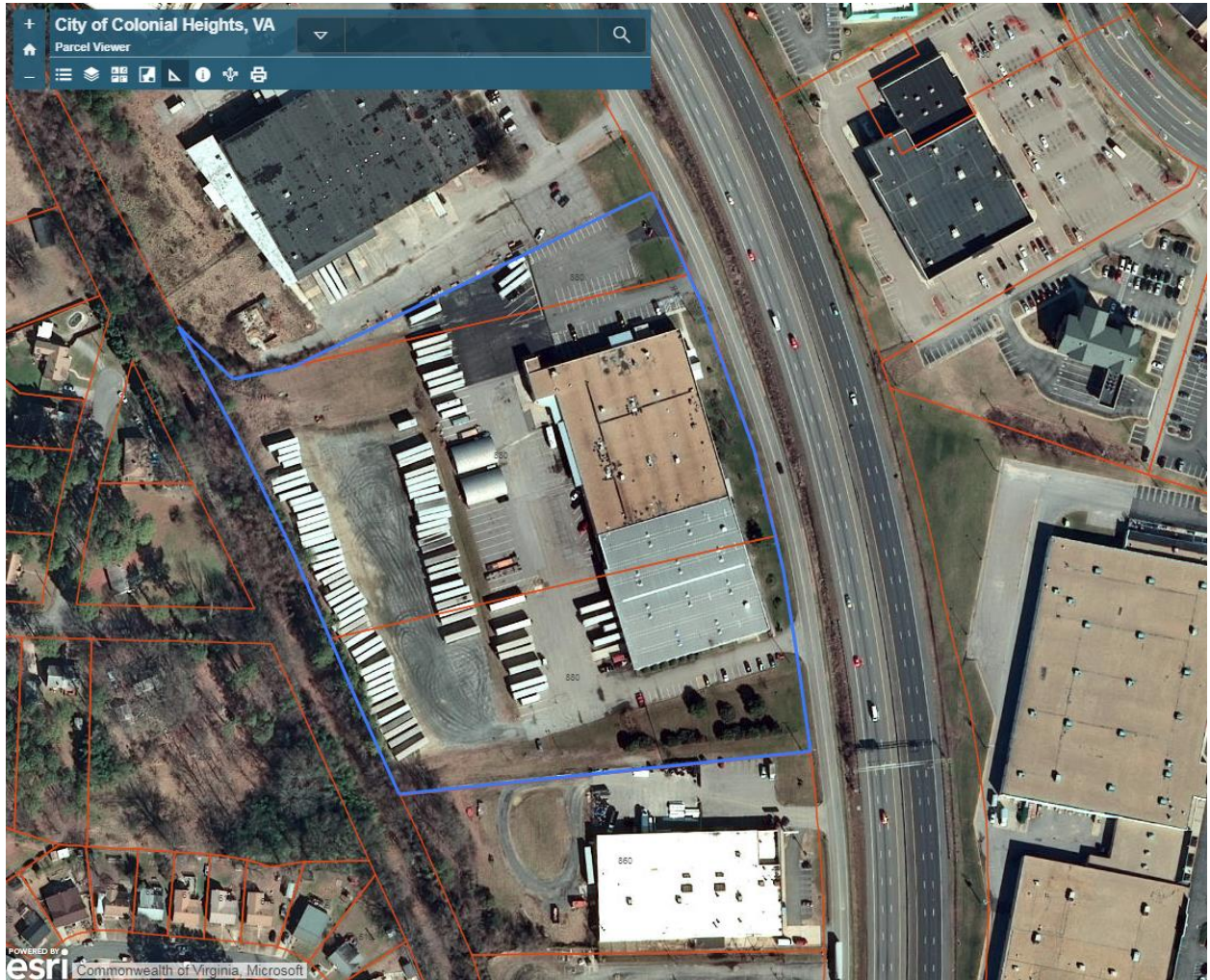
“No Parking Fire Lane” along the south drive lane and the rear of the existing building.

**Recommendation**

The recommendation from staff is for the Planning Commission to approve the preliminary site plan/plan of development for this project provided that the changes requested are completed before a final plan is submitted and approved by engineering/public works.

880 W Roslyn Road  
Parcel ID: 6805000001A

\*Please note, vacation of lot lines approved June 2017.





## Chesterfield County, Virginia

### Department of Planning

9800 Government Center Parkway – P.O. Box 40 – Chesterfield, VA 23832-0040

Phone: (804) 748-1050 – Fax: (804) 717-6295 – Internet: [chesterfield.gov](http://chesterfield.gov)

**ANDREW G. GILLIES, AICP**

**Director**

April 4, 2018

Assistant Director of Planning

Kelly Hall, AICP

201 James Ave

Colonial Heights, VA 23834

Dear Ms. Hall,

Attached is a communication from one of my Planning Commissioners that he requests be forwarded to your Planning Commission to invite their participation in a regional cooperation effort. Rather than attempt to contact each of your commissioners independently, I am requesting that you forward Commissioner Jackson's letter to them. Thank you in advance for your help with this.

Sincerely,

*Michael E. Tompkins/nmc*

Michael E. Tompkins

Assistant Director of Planning



**Chesterfield County, Virginia**  
**Chesterfield Planning Commission**

9800 Government Center Parkway – P.O. Box 40 – Chesterfield, VA 23832-0040  
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**GIB SLOAN, Chairman**

Bermuda District

**MICHAEL JACKSON, Vice Chairman**

Dale District

**GLORIA L. FREYE, JD**

Clover Hill District

**CRAIG STARIHA**

Matoaca District

**ROBERT "PEPPY" JONES**

Midlothian District

April 3, 2018

Dear Planning Commissioner,

In February of 2018 the Chesterfield County Planning Commission created a standing committee. The committee's purpose is to establish, maintain and strengthen positive working relationships with fellow commissioners in adjacent localities.

As Vice Chair of the Chesterfield County Planning Commission and Chair of the subcommittee, I invite you to participate in this effort.

The intent of this communication is to invite you to participate in opening the of lines of communication surrounding the following topics.

- Properties/parcels of land that straddle multiple jurisdictions
- Changes/updates to land use maps that impact neighboring/bordering localities
- Public utilities/facilities that may impact neighboring localities
- ~~Special area or comprehensive plan updates that may have impact on neighboring/bordering localities~~
- Any other matters outlined in our respective charters for powers and duties of the Planning Commission.

My desire is to scale our resources to meet the interest level; so if you would kindly send the name of one but no more than two planning commissioners of your jurisdiction that have an interest in participating in this dialogue I would greatly appreciate it.

Please send the Commissioner(s) names and contact information to Michael Tompkins, Assistant Director of Planning.

Sincerely,

Michael Jackson, CFE

Vice Chairman

Chesterfield County Planning Commission

Dale District